



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
LOT499

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA LOTTERY
 900 PENNSYLVANIA AVE
 CHARLESTON, WV
 25302 304-558-0500

DATE PRINTED
05/31/2013

BID OPENING DATE: 06/18/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1.				TO PROVIDE THE MANDATORY PRE-BID SIGN IN SHEETS.		
2.				TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
3.				TO PROVIDE A REVISED PRICING PAGE.		
4.				TO PROVIDE SPECIFICATION CLARIFICATIONS.		
END OF ADDENDUM NO. 1						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: LOT499

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide mandatory pre-bid sign in sheets.
2. To provide the addendum acknowledgment.
3. To provide a revised pricing page.
4. To provide specification clarifications.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

<u>CATEGORY</u>	<u>SERVICE</u>	<u>ESTIMATED HOURS (BASED ON HOURS IN FY 2012)</u>	<u>VENDOR'S HOURLY RATE</u>	<u>TOTAL ANNUAL COSTS</u>
ACCOUNT MANAGEMENT	1. Account Services	1500		0
	2. General Account Management	1500		0
	3. Public Relations	40		0
	4. Research Services	40		0
MEDIA	5. Media Planning and Buying	300		0
	6. Radio	120		0
	7. Television	300		0
	8. Newspaper	80		0
	9. Outdoor Ads	80		0
CREATIVE	10. Illust/Layout/Design and Copywriting Adv.	500		0
	11. Creative/Art Direction or Planning	500		0
	12. Computer Graphics	100		0
DIGITAL	13. Web Site Development and Maintenance	1200		0
	14. Web Hosting & Domain	100		0
PRODUCTION	15. Printing	200		0
	16. Film Production	1000		0
	17. Audio Production	300		0
	18. Music Rights/ Trademark	5		0
PROMOTIONS	19. Sponsorships- Collegiate/ Fairs & Festivals	35		0
	20. Marketing Supplies and Promotions	600		0
TOTAL FISCAL YEAR COST FOR VENDOR SERVICES (1-20):				0

*Note: The total ESTIMATED HOURS have been amended to accurately demonstrate Vendor hours, excluding purchases.
 The sum of ESTIMATED HOURS (1-20) is 8,500 hours.*

**PRE-BID CONFERENCE
SIGN IN SHEET**

Request for Quotation Number:

LOT499

Date:

5/29/2013

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV LOTTERY
Firm Address:	900 PENNSYLVANIA AVENUE CHARLESTON WV 25302
Representative Attending:	BECKY JONES
Phone Number:	(304)558-0500 EXT 242
Fax Number:	(304)558-4183
Email Address:	bjones@wvlottery.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Fahlgren Martin
Firm Address:	4030 Canton Station Suite 300 Columbus Oh 43219
Representative Attending:	Pam Lowe / Stephanie Catalano
Phone Number:	614-383-1532
Fax Number:	614-383-1500
Email Address:	pam.lowe@Fahlgren.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	STONEWALL MARLIN CO
Firm Address:	154 HOWE STREET MARTINSBURG, WV 25750
Representative Attending:	TOM CALDWELL
Phone Number:	740-373-2324
Fax Number:	740-373-3105
Email Address:	TCALDWELL@STONEWALLCO.COM

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

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West Virginia Purchasing Division

PRE-BID CONFERENCE
SIGN IN SHEET

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Representative Attending:	BECKY JONES
Phone Number:	(304)558-0500 EXT 242
Fax Number:	(304)558-4183
Email Address:	bjones@wvlottery.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	MONA LISA COMMUNICATIONS
Firm Address:	113 Democrat Road Triadelphia, WV 26059
Representative Attending:	Healy Baumgardner-Nardone
Phone Number:	202-212-5402
Fax Number:	304-243-1535
Email Address:	Healy@MonaLisaCommunications.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Charles Ryan Associates
Firm Address:	601 Morris St. Suite 301 Charleston, WV 25301
Representative Attending:	Dustin Lanning
Phone Number:	304-556-9105
Fax Number:	
Email Address:	dlanning@charlesryan.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

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PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

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Firm Name:	WV LOTTERY
Firm Address:	900 PENNSYLVANIA AVENUE CHARLESTON WV 25302
Representative Attending:	BECKY JONES
Phone Number:	(304)558-0500 EXT 242
Fax Number:	(304)558-4183
Email Address:	bjones@wvlottery.com

Firm Name:	The Manahan Group
Firm Address:	222 Capitol Street Charleston WV 2530
Representative Attending:	Jason Hager
Phone Number:	304-343-2800
Fax Number:	
Email Address:	jhager@manahangroup.com

Firm Name:	Doe-Anderson
Firm Address:	620 W. Main Street Louisville, Ky 40202
Representative Attending:	David Lowe, Analyst
Phone Number:	502-815-3212
Fax Number:	502-815-3512
Email Address:	dlowe@danderson.com

Firm Name:	Fahlgren Martine
Firm Address:	135 Summers Street Charleston, WV 25314
Representative Attending:	Stephanie Interliggi
Phone Number:	304-382-0000
Fax Number:	304-382-0002
Email Address:	Stephanie.interliggi@fahlgren.com

Firm Name:	The Arnold Agency
Firm Address:	117 Summers St. Charleston, WV 25301
Representative Attending:	Stacy Dce 1
Phone Number:	304. 342. 1200
Fax Number:	304. 342. 1285
Email Address:	sdeed@arnoldagency.com

Firm Name:	
Firm Address:	
Representative Attending:	05/29/13 03:01:46 PM West Virginia Purchasing Division
Phone Number:	
Fax Number:	
Email Address:	

WEST VIRGINIA LOTTERY
LOT499
ADDENDUM 1

SPECIFICATION CLARIFICATIONS

To fully disclose the Lottery's advertising activities and overall budget, the Lottery provided estimated hours that included respective purchases for each service requested. On the original Pricing Page, the Lottery initially provided a cumulative overview of ALL expenses associated with estimated hours and purchases for each service based on a typical fiscal year. However, after numerous questions regarding the total number of estimated hours on the Pricing Page, a clarification is necessary. The Vendor shall use the amended Pricing Page, which reflects the estimated Vendor hours, ***excluding purchases***, for purposes of this RFQ. On the amended Pricing Page, the Vendor shall bid on the estimated hours. The adjusted estimated hours has a combined total of eight thousand five hundred (8,500) hours. The Vendor shall consider each category in order to provide an hourly rate for each service. The hourly rate must include all costs necessary to fulfill requirements described in this RFQ, excluding third-party commodities and services. The Pricing Page lists the estimated hours allocated to each service and are subject to change.

The Vendor must meet the minimum staff qualifications listed in Section 3, as well as having adequate staff to fulfill requirements in Section 4 prior to bid submission. There are no minimum guaranteed billable hours. The hours listed on the Pricing Pages are estimates only and shall be adjusted on a monthly basis with request and prior approval of the Lottery.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: LOT499

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012